

## Using Dictionaries and Glossaries

### ACADEMIC VOCABULARY

**dictionary:** book with the spelling, pronunciation, and meaning words in alphabetical order

**guide words:** at the top of each dictionary page are the first and last words on that page

**dictionary entry:** lists a single term plus all the information about it.

**phonetic respelling:** shows how an entry word is pronounced

**part-of-speech label:** tells how the word is used in a sentence

**definitions:** give the meanings of a word.

**etymology:** tells the history of a word

**glossary:** alphabetized list of terms with their meanings; usually falls at the end of a book

### HERE'S HOW

**Step 1. Use guide words.** The **guide words** at the top of a dictionary page are the first and last words on that page. See whether the word you want falls between them alphabetically.

**Step 2. Follow alphabetical order.** Words that begin with the same letter are alphabetized by the second letter. Words with the same first two letters are alphabetized by the third letter, and so on.

**Step 3. Find the entry.** The **entry word**, in dark type, shows how a word is spelled and divided into syllables. The **pronunciation** of the entry word is shown with phonetic symbols. Also notice the entry word's **part of speech**; *v.*, for example, means *verb*, and *n.* means *noun*.

**Step 4. Choose the right definition.** Most words have more than one **definition**, or meaning. The entry numbers them in order with the most common meaning first. To choose the right definition, rule out definitions that clearly don't make sense in the context. Then pick the definition that makes the most sense in the passage where you read the word.

**Step 5. Learn more about the entry word.** An entry may include example phrases and sentences to show how the word is used. It may list **other forms** of the word as well as **synonyms** and/or **antonyms**. In some cases, an **etymology**, or word history, may be included.

STUDENT LESSON SUMMARY, CONTINUED

**Step 6. Use the glossary.** Many books have a glossary of **specialized terms** at or near the end of the book. They are listed in **alphabetical** order and provide **definitions**.

**EXAMPLE: DICTIONARY ENTRY**

Use the example to locate the different parts of a dictionary entry.

